



THE WHITE HOUSE
WASHINGTON

January 28, 1964

MEMORANDUM TO THE HEADS
OF EXECUTIVE DEPARTMENTS AND AGENCIES

Government costs can and must be cut.

I have made abundantly clear my great interest in an intensified effort to reduce costs, increase productivity, and conserve man-hours.

This is the 10th anniversary of a government-wide awards program for incentive. The Chairman of the Civil Service Commission has informed you of the plan to use this anniversary year as a base to mobilize federal employee effort in the search for cost reduction and increased productivity. The plan has my full endorsement.

There must be a new spirit of cost consciousness and improvement in every supervisor and employee. I call on you and those who supervise the work force of your agency to intensify and accelerate efforts aimed at encouraging ideas for cutting costs this year.

The Federal employee is in an excellent position to seek out and find ways to transact the public business more economically. I call on all Federal employees to find these ways and make their suggestions known to their agencies.

It is my intention that when better, less costly ways are found they be promptly implemented and their authors suitably recognized.

(EXECUTIVE SECRETARY FILE White House)

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